

12 August 1953

VIA : Director of Training
Deputy Director of Training (General)
Chief, Junior Officer Training Division

Promotion Policy for Junior Officer Trainees

1. The attached summary of the problem of the promotion of Junior Officer Trainees and recommendation applying thereto is the result of a number of studies made in this office. In one sense it is a request for guidance from the OTR Career Service Board in order that accurate representations on the promotion policy applying to Junior Officer Trainees may be made to candidates for the program as well as those already in it.

2. It is felt that since these Trainees do not perform duties which come under the normal requirements placed on an employee to produce measurable substantive work, special attention should be directed to the problem. In addition to the summary statement, certain additional factors should be considered:

a. Until recently when long-term training programs were developed, Trainees generally were not promoted while on the T/O of OTR.

b. These Trainees are not known to the members of the OTR Career Selection Panel.


c. Their individual training assignments vary greatly in content and purpose and are not necessarily consonant with their GS rating.

d. Their qualifications for employment are more highly defined (e.g., eligibility for SI Clearance, etc.) and the screening process to which they are subjected are more rigorous (e.g., Dean's List in college, A&E testing) than most junior professional employees.

e. Due to the variety of job assignments, the reports and recommendations of their supervisors are based on varying criteria and therefore are not comparable. Furthermore, they are not written in terms of OTR standards.

3. In order that comparability of reports may be established, it is recommended that OTR Career Service Board adopt the attached form

to be filled out as required by the Trainee's supervisor as a basis
for judging the on-the-job performance of the individual under consideration.



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Attachment

OTR/WLE: je